

Retention and Classification Report

Agency: District Court (Eighth District : Uintah County) (1703)

920 East Highway 40
Vernal, UT 84078
435-789-0564

Records Officer

14195	Adoptions
14196	Civil case files
27736	Civil case indexes
14197	Criminal case files
28393	Justice of the Peace dockets
14198	Probate case files

AGENCY: District Court (Eighth District : Uintah County)

SERIES: 14195

3

TITLE: Adoptions

DATES: 1899-

ARRANGEMENT: Numerical by case file number.

DESCRIPTION:

Case files involving the adoption of minor children in the Eighth District Court in Uintah County.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

APPROVED: 11/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 9 years and then transfer to State Records Center. Retain in State Records Center for 41 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: District Court (Eighth District : Uintah County)

SERIES: 14195

TITLE: Adoptions

(continued)

APPRAISAL:

Historical

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment. They enforce or protect private rights and prevent or redress private wrongs. The value of the judge's decrees and final judgments to parties in an action may well extend beyond their immediate administrative use.

PRIMARY CLASSIFICATION:

Exempt CJA 4-202 Adoptions are sealed for 100 years.

SECONDARY CLASSIFICATION(S):

Public

AGENCY: District Court (Eighth District : Uintah County)

SERIES: 14196

3

TITLE: Civil case files

DATES: 1890-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

This series contains civil case files (including divorce) from the district court in Uintah county. A probate index and a probate Register of Action (both out of context) can be found at the end of accession number 137746; probate case files were also filmed with the civil on reel 137768.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 20 years and then transfer to State Records Center. Retain in State Records Center for 30 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Historical Legal

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment. They enforce or protect private rights and prevent or redress private wrongs. The value

AGENCY: District Court (Eighth District : Uintah County)

SERIES: 14196

TITLE: Civil case files

(continued)

of the judge's decrees and final judgments to parties in an
action may well extend beyond their immediate administrative use.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Eighth District : Uintah County)

SERIES: 27736

3

TITLE: Civil case indexes

DATES: ca. 1900-1916, 1954-1990

ARRANGEMENT: Alphabetical by first letter of plaintiff or defendant surname.

DESCRIPTION:

This series contains volumes indexing civil cases handled by the court.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical Legal

This series has permanent administrative value as a primary tool for accessing the civil case files, which are themselves permanent records of historical and legal value.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Eighth District : Uintah County)

SERIES: 14197

3

TITLE: Criminal case files

DATES: 1896-

ARRANGEMENT: Numerical by case file number.

DESCRIPTION:

This series contains criminal case files from the district court in Uintah county.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 20 years and then transfer to State Records Center. Retain in State Records Center for 30 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Historical

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment. They enforce or protect

AGENCY: District Court (Eighth District : Uintah County)

SERIES: 14197

TITLE: Criminal case files

(continued)

private rights and prevent or redress private wrongs. The value of the judge's decrees and final judgments to parties in an action may well extend beyond their immediate administrative use.

PRIMARY CLASSIFICATION:

Public

AGENCY: District Court (Eighth District : Uintah County)

SERIES: 28393

1

TITLE: Justice of the Peace dockets

DATES: 1905-1978

ARRANGEMENT: By name of justice, thereunder chronological.

DESCRIPTION:

This series documents the proceedings Justices of the Peace in Uintah County. The series was maintained in order to document the history of the actions of the J.P. courts. The series shows the names of the defendant, attorneys, justice of the peace, and complainant; charge against the defendant; dates of offense, issuance and return of arrest warrant, arraignment, and trial; fines and costs paid; and sentence. Additional information may be included, such as the names of jurors and witnesses.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

AGENCY: District Court (Eighth District : Uintah County)

SERIES: 14198

3

TITLE: Probate case files

DATES: 1888-

ARRANGEMENT: Numerical by case number.

DESCRIPTION:

Files involving the formal and informal distribution of estates according to intestate succession, wills, and codicils. Also includes adoptions and guardianships. A single register of actions and its index for probate is found with the civil film and some probate files were also filmed with a roll of civil cases.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 30 years and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: District Court (Eighth District : Uintah County)

SERIES: 14198

TITLE: Probate case files

(continued)

APPRAISAL:

Historical

Disposition based on documentation about individuals, legal procedure, court history and functions. Case files have legal and administrative value to the court through dismissal or satisfaction of the final judgment. They enforce or protect private rights and prevent or redress private wrongs. The value of the judge's decrees and final judgments to parties in an action may well extend beyond their immediate administrative use.

PRIMARY CLASSIFICATION:

Public